GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Social Welfare Department – APSCCFC Ltd., – Operational Guidelines for Allotment, Leasing, and Rent Collection of Shops in the District Scheduled Castes Service Cooperative Societies Ltd., in the State – Orders - Issued.

SOCIAL WELFARE (SCP) DEPARTMENT

G.O.MS.No.26 **Dated:18.08.2025.**
Read:

From the VC & MD., APSCCFC Ltd., Tadepalli vide e-file C.No. 2787260, dt.28.07.2025.

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O R D E R:

The S.C. Shopping complexes were constructed for uplifting & benefiting of un-employed Scheduled Castes candidates for setting up of self-employment facilities like business, trades etc.

2. In the circumstances reported by the VC & MD., APSCCFC Ltd., in the reference read above, Government after careful examination of the matter, hereby issue the following Guidelines to establish a uniform and transparent process for the selection, leasing, enhancement of rents, and management of shops allotted to eligible S.C. beneficiaries under the District Scheduled Castes Service Cooperative Society Ltd., (District SCSCS Ltd..):

I. **Identification of the Binamies:**

Prior to take up the following issues, all the Executive Directors of S.C. Corporation in the State have visit the S.C. Shopping Complexes and identify the binamies and evict them duly following the procedure as per law.

II. **Eligibility Criteria to the applicants:**

1. The applicant must be a Scheduled Caste (SC) candidate.
2. Age of the candidate should be between 25 to 60 years.
3. The applicant should be educated, unemployed, and possess the aptitude and skill necessary for self-employment/business.
4. The minimum educational qualification shall be 10^{th} standard (SSC pass).

III. **Fixing of Rent:**

1. The E.D.Corporation shall obtain market rates from the respective authorized department.
2. The rent shall be fixed between 50% to 60% of the prevailing local market value.
3. The rent shall be enhanced biennially (once in every two years) in between 3% to 5% through a registered rental agreement between the beneficiary and DSCSCS Ltd., for a period of 7 years, subject to the regular payment of rent.
4. The decisions taken by the Executive Director regarding the allotment of shops and the fixation of rent, as approved by the committee headed by Joint Collector.

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IV. **Selection Committee Composition:**

Chairman: Joint Collector concerned District.

Convener: Executive Director, Dist. SCSCS Ltd. of the concerned Dist.,

Members: 1.Project Director, DRDA

2. District SC Welfare & Empowerment Officer.

3. Municipal Commissioners

4. Concerned local Sub- Registrar

V. **Leasing Criteria:**

1. The beneficiary shall enter into a lease agreement and comply with all terms and conditions as amended from time to time.
2. The rent shall be enhanced annually by 3% to 5% through a registered rental agreement between the beneficiary and DSCSCS Ltd., for a period of 7 years, subject to the regular payment of rent.
3. On completion of one year, review with reference to the agreement and on satisfaction by the District Society, the allottee may be executed year by year.
4. The shop shall be used strictly for the purpose for which it was leased out.
5. The beneficiary must submit all required lease and supporting documents.
6. Sub-leasing or mortgaging of the allotted shops is totally prohibited.
7. The D.S.C.S.C.S. Ltd., shall be at liberty to cancel his/her allotment of the shop and get the beneficiary vacated and to take other legal action in case of any sublease has come to notice.
8. Violation will result in cancellation of allotment, eviction, and legal action.
9. If the allottee doesn't occupies the premises within 1 month of allotment, then automatically allotment towards allottee stands cancel.

VI. **Administrative Authority:**

1. The Executive Director holds the authority for allotment, rent fixation, and enforcement, based on committee recommendations.
2. Any appeal against Executive Director's decision lies with the District Collector / Chairman, District SCSCS Ltd.
3. The lessee is responsible for keeping the premises clean, maintained, and in a habitable condition.
4. The lessee shall allow the shop to be inspected by the competent authority at any time and that he / she shall be present to explain the benefits around to him.
5. The lessee is responsible for minor repairs.
6. For major repairs, prior written approval must be obtained from the Executive Director by following proper procedures.

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VII. **Collection of Rents Criteria:**

1. Default for 3 continuous months will result in automatic forfeiture of the right of occupation.
2. If the defaulter did not turn up to pay the rental dues, the Executive Director shall circulate a file to the District Collector/Chairman for cancellation of the shop and to take over the shop.
3. The Executive Director shall take action for allotment the vacated shops to the eligible S.C. Beneficiaries through the Selection Committee as mentioned above.

VIII. **Monitoring and Compliance:**

1. The Executive Director shall periodically visit the shopping complexes/ conducting the staff meeting with the staff and review the recovery of the shop's rents. Any violations found, it shall be brought to the notice of the District Collector / Chairman for getting of instructions if any.
2. Rent shall be paid regularly via Demand Draft / NEFT/RTGS/ Bank Challan etc., to the official account of Dist. SCSCS Ltd. And shall handed over to the S.C. Corporation concerned duly taking proper acknowledgement.
3. Rental amounts shall not be collected in the form of Cash.

3. All the Executive Directors, District Scheduled Castes Service Cooperative Society Ltd. shall take necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

MUDAVATU M NAYAK
SECRETARY TO GOVERNMENT

To
The VC & MD., APSCCFC Ltd., Tadepalli, Guntur District.
All the District Collectors/ Chairmen of DSCSCS Ltd., in the State.
The Executive Directors, DSCSCS Ltd., in the State.
Copy to:
The OSD to Hon'ble Minister (SWD).
The P.S. to Secretary to Govt. for Social Welfare.
SF/SC.(2937488)

//FORWARDED::BY ORDER//

SECTION OFFICER